

South Yorkshire Fire and Rescue Service

Director of Finance and Resources

Job Description

Primary role

The Director of Finance and Resources is responsible to the Chief Fire Officer, (along with other Members of the Executive Team) for providing strategic leadership and direction to achieve the South Yorkshire Fire and Rescue Service's objectives. As well as undertaking a corporate role, the Director will be responsible for the delivery of the financial function within the Service. In undertaking this aspect of the role, the postholder will be required to work closely with the Authority Treasurer. The Director is also responsible for the overall direction of the Corporate Communications, Asset Management and Technical Services functions, and is principal adviser to the Authority on these functions, reporting to the Chief Fire Officer.

Core duties

- To act as a Member of the Executive Team to deliver the Authority's aims and objectives within the Service.
- As a full member of the Executive Management Team, participate in the formulation and implementation of the corporate strategy required to manage the organisation.
- To identify and drive forward continuous improvement in key areas of activity, notably Asset Management (Property, Transport, Information Technology and Procurement), Corporate Communications, Technical Services and Finance (Accountancy, Payroll and Pensions, Financial Systems).
- To deliver sustainable Asset Management planning for the key resource areas of Transport, Property and Information Technology.
- To oversee the Authority's commitment to Environmental issues.
- Working with the Treasurer of the Authority on the medium term financial strategy.
- To plan and deliver the budget process and management of the capital programme within the Service.
- To develop the financial literacy across the Service.
- In conjunction with the Treasurer, to develop and deliver appropriate policies, procedures and arrangements to deliver the highest standard of financial management across the Service.
- Lead regional projects as necessary (Regional Procurement).
- Advise the Authority, its Members and Executive Management Team on matters associated with the responsibilities of the post.

- Attend National, Regional and Local forums to influence the decisions of external stakeholders and protect the Services and the Authority's interests as required.
- Establish and maintain effective working relationships with Fire & Rescue Authority Members and the Executive Management Team and advise and assist them in achieving their service objectives.
- Co-ordinate the Service input into the Comprehensive Area Assessment process on behalf of the Finance and Resources functions.
- Ensure that the Service addresses the Authority's Efficiency and Value for Money Strategy.
- To be responsible for the overall development of the staff within the Finance and Resources Directorate and ensure that their skills are maintained and developed in accordance with any changes.
- To be responsible for the Directorate's Annual Budget and Service Plan.
- Any other duties or responsibilities commensurate with the nature and level of the post.

Appraisal of Performance

The Director of Finance and Resources will report to the Chief Fire Officer and annual objectives will be agreed between the two postholders. The Chief Fire Officer will liaise with the Authority Treasurer in relation to objectives relating to the Finance function.